

Computer Tutorial: Attendance Reporting

Purpose: To demonstrate to faculty how to report attendance.

1. First, from the "WebAdvisor" home page, select "LOG IN."

INDIAN HIL	LEGE	LOG IN MAIN MENU CONTACT US
Welcome Guest! WebAdvisor gives students and staff secured access to our database. NOTICE: If you have trouble logging in, try your seven digit ID number + "Az" as your password. An example is 0f23468Az. You can find your student number by using the " <u>What's my User ID?</u> " link under "Log In Help". Log in or select from the menu on the right. Log in Help Apply to Indian Hills Indian Hills Home Registration Instructions	main menu	Continuing Education Prospective Students Students Facuity
		LOG IN MAIN MENU CONTACT US WebAdvisor POWERED BY ellucians

2. Next, enter your "User ID" and "Password," in the spaces provided. Then, click "Submit."

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		Continuing Education	
Nelcome Jordan!		Prospective Students	
WebAdvisor gives students and staff secured accounts our database.		Students	
NOTICE: If you have trouble logging in, try your seven digit ID number + "Az" as your password. An example is 0123456Az.	E	Faculty	
You can find your student number by using the " <u>What's my User ID?</u> " link under "Log In Help".		Employees	
Log in or select from the menu on the right.			
Log In Help Apply to Indian Hills			
Indian Hills Home			
Registration Instructions			

3. From your "WebAdvisor" main menu, select "Faculty."

4. Under "Faculty Information," choose "Attendance."

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	Advisees Attendance	information		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
	Grading Search for Sections My Class Schedule		Not a sta	
			CHANGE PASSWORD	Log Out

5. A list of your courses will open in a new window or tab. Select the title of the course for which you would like to record attendance.

Note: If a list of your courses does *not* open, click "Indian Hills Community College" in the upper-left corner of any "Self Service" page. Then, from the "Self-Service" home page, select "Faculty."

6. On the "Section Details" page, select "Attendance."

O MAT*040*G01 Basic Mathematics 08/28/17 11/15/17 WWW WWW	FACULTY						
Choose One Class Name and Title Start Date End Date Bldg Room Mat O MAT*040*G01 Basic Mathematics 08/28/17 11/15/17 WWW WWW					Grad	ling	
MAT*040*G01 Basic Mathematics 08/28/17 11/15/17 WWW							
	-			End Date	Bldg	Room	Meeti
MAT*762*02 Technical Math for Industry 08/28/17 11/15/17 ATCM 119B 05	-	e Class Name and Title	Start Date				Meeti

7. In the "Select Date" drop-down menu, choose the date of the class for which you want to record attendance.

8. The "Intermediate Grading" page will open. Go to column "Gr 6" and enter "AT" (attended) for each student who has attended at least one class session in your course. Enter "NS" (no-show) for those students who have *never* attended class. Students must be present in class to be counted as attending. Phone calls or emails promising to attend will *not* exempt the student from being marked as a "No Show." For each student, you must enter either "AT" or "NS" into column "Gr 6" of the form.

Important: Be sure that you enter this information into column **"Gr 6."** Do <u>not</u> enter information into *any* other columns, including the "Last Date of Attendance" column.

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Location	Technical M Ottumwa C Fall Term 1	Math for ampus	Industry						
Student	ID	Stat	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6 ┥	-
Bloom, Stuart	0111111	A						AT	Ī
Cooper, Sheldon	0222222	A	[AT	Π
Fowler, Amy F.	0333333	N	ſ					NS	
Hofstadter, Leonard	0444444	N						AT	
Koothrappali, Raj	0555555	A	ſ					NS	
Penny, Penny	0666666	N						AT	
Rostenkows ki-Wolowitz, Bernadette	0777777	N						AT	J
Wheaton, Wil	0888888	N						AT	
Winkle, Leslie	0999999	N	-					AT]]]
Wolowitz, Howard	0101010	А						AT	

9. When you have finished entering the attendance information for each student in the course, click **"Submit."**

marker ?	Koothrappali; Raj	0555555	A					NS	
	Penny, Penny	0666666	N					AT	
	Rostenkows ki-Wolowitz, Bernadette	0777777	N					AT	
	Wheaton, Wil	0888888	N					AT	
	Winkle, Leslie	0999999	N					AT	
	Wolowitz, Howard	0101010	А					AT	
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